

ORDINANCE 02

AN ORDINANCE ADOPTING
COUNTY OF WARRICK, INDIANA
JOB CLASSIFICATION SYSTEM AND MAINTENANCE PLAN

WHEREAS the County of Warrick, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of the County of Warrick, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS the County of Warrick, Indiana contracted with a professional human resources consulting firm to assist the Council, describe and classify County positions, develop compensation schedules, and conduct a Fair Labor Standards Act (FLSA) reviews, and

WHEREAS, the Council desires to use the job descriptions to classify positions and services, develop new compensation schedules, and to verify and document compliance with various government regulations, including, but not limited to, the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA), and

WHEREAS, the County of Warrick Council previously adopted new job descriptions prepared by the human resources consultants.

NOW THEREFORE, it is ordained as follows:

- A. The Factor Evaluation System (FES) of job classification is hereby adopted, including the job category designation and classification level of each position.
- B. The attached job classification maintenance plan is hereby adopted.

EFFECTIVE DATE

This Ordinance shall be in full force and effect on and after adoption.

ADOPTED this 4 day of March, 2021.

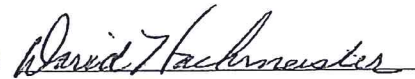
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NAY



(Ron Bacon)

(David Hachmeister)

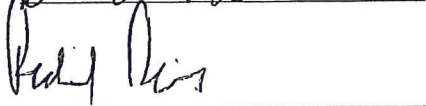




(Ted Metzger)




(Brad Overton)



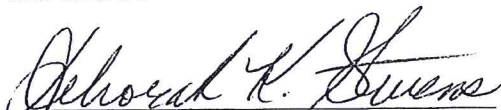
(Richard Reid)



(Chris Whetstone)


Greg Richmond, President

ATTEST:


Deborah Stevens, Auditor

JOB CLASSIFICATION AND COMPENSATION MAINTENANCE PLAN

County of Warrick, Indiana *An Equal Opportunity Employer*

This job classification and compensation maintenance plan was adopted by the Warrick County Council on 3/4/21; with an effective date of _____. It was developed to ensure that the new Warrick County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, Civilian POLE, Merit POLE, EXE, SO-Probation, and SO jobs involves establishing a series of procedures. The following guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Descriptions

The Warrick County Council adopted official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, job descriptions shall be prepared or updated, evaluated, and inserted into the appropriate classification level.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position (These titles shall be used in the official salary ordinance approved by the County Council.)

Department in which the position exists

Job Category (COMOT, LTC, PAT, Civilian POLE, Merit POLE, EXE, SO-Probation, or SO)

Date Written:/Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT jobs cannot be compared to PAT jobs.

The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning factor evaluation points to the job description. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Once factor points were assigned to each position, jobs were grouped in factor point ranges within each job category. Classifications were compared to salaries and wages to assure there is internal pay equity among all positions.

Warrick County Council Job Classification/Compensation Sub-Committee

The Warrick County Council Job Classification/Compensation Sub-Committee is responsible for overseeing maintenance of the job classification and pay plan.

This sub-committee of County Council shall consist of:

- Council President
- Council Vice President
- Council Administrator
- Human Resources Administrator
- One (1) County Commissioner

This Sub-Committee serves in an advisory capacity to the County Council and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council. All requests shall be presented to the full Council after the Sub-Committee has completed its review and formed its recommendation.

The Council Administrator shall serve as the Sub-Committee coordinator, and shall prepare notices of the Job Classification/Compensation Sub-Committee meetings; maintain meeting minutes, a record of votes, and recommendations.

Council Administrator Sub-Committee Duties

The County job descriptions shall be maintained by the Council Administrator. The Council Administrator shall be responsible for the distribution of job questionnaires to elected officials/department heads to create new positions that are not classified in the system and to provide job information to human resources consultants for preparation of new job descriptions. The Council Administrator shall maintain job classification review forms and requests for reclassification; assist elected officials/department heads with completion of forms; and provide copies of review forms and reclassification requests to the Job Classification/Compensation Sub-Committee.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The elected official/department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is "significant" shifting of duties among positions; or when "substantial" new duties are added/deleted to an existing job.

Following the installation of the new job classification, elected officials and department heads will be provided information on making job reviews and new position requests for Sub-Committee review. Such requests shall be made during the months of July through September of each calendar year when the Salary Ordinance is in force. Reclassification requests for existing positions shall not be reviewed more than once in a twelve month period.

Reclassification of a position may not be filed within the first twelve months of a new employee's tenure in the position. New positions and/or new employees' requests that are disapproved shall not be reconsidered by the Sub-Committee for a period of twelve months from the date of original submission.

New positions and/or new employee requests that are approved shall not be considered for reclassification for a period of twelve months from the date of the original submission.

Maintenance Policies and Procedures

The following maintenance policies and procedures were adopted by County Council Ordinance. Job titles are not to be changed except as provided in the following procedures.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure "Job Classification Review Form" and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Warrick County Sub-Committee.
- STEP 2: Complete and return "Job Classification Review Form," including any supportive documentation to the Council Administrator. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The "Job Classification Review Form," and supportive documentation will be submitted to the County Job Classification/Compensation Sub-Committee by the County Council Administrator. The Sub-Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Sub-Committee, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Council Administrator for distribution to the Sub-Committee.

- STEP 6: The County Job Classification/Compensation Sub-Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure "New Position/Employee Request Questionnaire" form from the County Council Administrator.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Council Administrator. The department head or elected official shall complete and submit a job description questionnaire as part of the supporting documentation.
- STEP 3: The Job Classification/Compensation Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Sub-Committee, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, preparing job descriptions, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Council Administrator for distribution to the Committee.
- STEP 6: The Sub-Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the County Job Classification/Compensation Sub-Committee and processed according to these procedures. Offices or departments submitting such requests to the Committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, independent contracting, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the elected official/department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the elected official/department head, consistent with EEO guidelines, until the position is filled.

JOB CLASSIFICATION REVIEW FORM

County of Warrick, Indiana *An Equal Opportunity Employer*

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Warrick County Council and Sub-Committee in reviewing requests for classification of jobs.

• *Attach additional pages as needed; return to the Council Administrator*

Job title _____ Payroll no. on
salary ordinance _____

Department _____ Date _____

☐ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt ☐ Excluded

Classification _____ Classification Level _____

Current pay \$ _____ per _____ Proposed pay \$ _____ per _____

Employee(s) in this position:

TYPE OF ACTION REQUESTED

- ☐ Create position ☐ Abolish position ☐ Seniority review
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues
☐ Reclassification due to change in duties, responsibilities, work conditions, etc.
☐ Other *Please describe:*

**Questions 1 through 3 to be completed jointly by the employee and/or
Elected Official/Department Head initiating the review**

1. Describe why this new position/added employee/classification review is necessary.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☐ no

If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☐ yes ☐ no If not, explain why the existing description is no longer accurate:

Questions 4 through 8 to be completed by Elected Official/Department Head
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4. Are the job functions described on this form currently being performed by your office/department? ☐ yes ☐ no If yes, name those job title(s) and classifications:

Job title _____	*Classification _____
Job title _____	*Classification _____
Job title _____	*Classification _____

** Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate, or litigation? ☐ yes ☐ no
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? ☐ yes ☐ no If yes, please explain:

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☐ no If yes, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Employee signature

Date _____

Employee signature

Date _____

Employee signature

Date _____

Employee signature

Date _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☐ agree ☐ disagree.
If *disagree*, please comment:

I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Job Classification Committee, and consultants of the Council.

Signature of Elected Official/Department Head _____ Date _____

Name typed or printed _____

New Position/Added Employee Request Policy and Procedure

County of Warrick, Indiana *an Equal Opportunity Employer*

This policy and procedure is intended to assist the Warrick County Council in evaluating requests for new positions and/or added employees, as specified by IC 36-2-5-3, that authorizes the county fiscal body to fix the job classification, compensation, and number of officers, deputies, and employees.

I. TERMS AND CONDITIONS

The Warrick County Council establishes the following terms and conditions for evaluating requests for new positions and/or added employees:

- A. Offices/departments submitting such requests shall provide all necessary information on forms prescribed by Council, and shall follow the procedures set forth by Council.
- B. Offices/departments submitting such requests may be subject to an organizational assessment of office/department operations. This may involve recommendations for alternative methods of accomplishing the proposed job functions, such as reorganization, adjusting work hours/ shifts, utilizing part-time personnel, independent contracting, equipment, and/or new technologies.
- C. New position and/or added employee requests will be subject to available funding. Positions funded in whole or in part by special funding sources, such as grants and/or user fees, may be abolished, if such funding is no longer forthcoming.
- D. New position and/or added employee requests should follow a long-range organizational plan.
- E. An authorized new position, classification, and salary shall be included in the appropriate office/department annual budget.

II. PROCEDURES

In order to provide a systematic method to process new position and/or added employee requests, offices/departments submitting requests shall use the following steps:

- STEP 1: Obtain a *Job Classification Review Form* from the Council Administrator and complete the form.
- If requesting added employee(s) for an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach to the *Job Classification Review Form* a copy of the existing job description with your revisions marked.
 - If requesting a new position, complete a job questionnaire for the appropriate job category (from the Council Administrator) and return to the Council Administrator for preparation of a draft job description. Attach the draft to the *Job Classification Review Form*.
- STEP 2: Submit the completed *Job Classification Review Form* and supporting documentation described above to the Council Administrator.
- STEP 3: The *Job Classification Review Form* and related documentation will be submitted with a presentation before the Sub-Committee.
- STEP 4: The request will be assessed, including review of the organizational plan, probable funding impact, and alternative methods of performing the proposed job functions.
- STEP 5: An assessment report will be prepared and submitted to the Sub-Committee.
- STEP 6: The Sub-Committee will review and evaluate the new position/ added employee request, supporting documentation, and assessment report, and will submit a recommendation for approval/denial to County Council.
- STEP 7: County Council shall review all pertinent information and shall make a final determination for approval/denial.